

COVID-19 SAFETY PLANNING TOOL FOR COMMUNITY PARTNERS, BUSINESSES AND SERVICE PROVIDERS

Use this planning tool to document how you will keep employees, volunteers, patrons, and other people safe at your event/gathering, your workplace, and other community settings during the COVID-19 pandemic.

This tool includes COVID-19 safety considerations and a checklist to identify measures you can take to mitigate COVID-19 risks. To use the checklist for building your plan, read each statement carefully and add a checkmark in the box for each measure you plan to take.

Your plan should be developed in accordance with guidance from the Government of Ontario about Reopening Ontario and Resources to prevent COVID-19 in the workplace, and Eastern Ontario Health Unit COVID-19 Guidance for Community Partners, Businesses and Service Providers.

The Safety Plan should be shared with anyone who needs to know about it via easily accessible platforms (e.g. public-facing website or social media page, newsletter, posting, invitations and other promotional materials) to ensure everyone understands how the risks of COVID-19 will be prevented and managed.

**You can contact the EOHU at 1-800-267-7120 for support
with developing your plan.**

About Your Safety Plan

Date completed: _____ Revision date(s): _____

Developed by: _____ Approved by: _____

Others consulted: _____

Discussed and/or shared with - names or group (e.g. employees) and date: _____



About Your Event, Workplace, Service or Other Setting

Name: _____ Type: _____

Delivery Model:

Town/County: _____

- Indoors
- Indoors & Outdoors (partially indoors)
- Outdoors
- Virtual or Delivery
- Drive-through or Curbside
- At a Place of Worship

Limiting the Number of Persons

Considerations

If organizing an event/gathering, how will you ensure the gathering limit is respected?

How will you make sure the number of people in outdoor and indoor spaces (office, retail space, event/meeting room) promotes adequate physical distancing between persons (2 metres or more between persons) and respects the maximum number of people allowed (where applicable)?

Checklist

- The maximum number of people at any one time in an indoor space has been calculated based on one person per 2 metres (4 square metres) of floor space up to the gathering limit, if applicable (events/gatherings).
- Signage is posted at all entrances indicating the maximum number of people that can be permitted at any one time in an indoor space.
- A contact-less model of service delivery has been adopted (e.g. drive-through, home delivery, curbside pickup, virtual activities).
- Certain services remain closed.
- For events/gatherings, attendees are admitted on a first-come, first-served basis, up to the gathering limit.
- For events/gatherings, the event is by invitation only (number of invitations sent as per the gathering limit).
- Patrons must RSVP, pre-register or purchase advanced admission/ticket to participate (e.g. online ticket for transportation or admission).
- Other measures: _____

Screening for COVID-19

Considerations

How will you know if an employee, volunteer, or patron is experiencing COVID-19 symptoms?

Will you use a screening checklist or self-assessment tool?

Who will do the screening?

Have you provided education or communication about self-monitoring of symptoms?

Checklist

- Communication strategies are in place to remind employees/volunteers to stay home if they are experiencing symptoms of COVID-19.
- Employees/volunteers are asked to perform a COVID-19 self-assessment prior to arriving at their work, the event or other site.
- Technology (e.g. social media messages, display screens, website) is used to encourage patrons to stay home if they are experiencing symptoms of COVID-19.
- Someone is assigned to actively screen all employees, volunteers, and patrons prior to entry.
- Those who are sick or have any COVID-19 symptom are advised to put on a mask or face covering, go home immediately and self-isolate, and make arrangements for testing.
- Signage with screening questions/symptoms is posted at all entrances.
- Employees/volunteers are advised about who to contact (and how) to report symptoms of illness or the need to self-isolate.
- There is a plan/procedure/protocol that specifically addresses how to safely care for persons who develop COVID-19 related symptoms or who need care (e.g. injury, illness, emotional upset) while at the event, workplace, or other site.
- A space has been identified where persons can be isolated from others if they develop symptoms or have been exposed to COVID-19, until they can go home safely in a private vehicle and/or undergo medical assessment.
- Online admission tickets, registration, RSVP, or other tools direct patrons to perform a COVID-19 self-assessment before arriving at the event/gathering.
- Online admission tickets, registration, RSVP, or other tools remind patrons to stay home if they are experiencing symptoms of COVID-19.
- Other measures: _____

List of Persons Onsite

Considerations

If there is a potential case of, or suspected exposure to, COVID-19 at your event or place of business, public health will need to do contact tracing, if required.

How will you be able to provide a list of persons onsite to your local public health unit upon request?

Checklist

- Event/gathering patrons have confirmed their attendance through a registration or RSVP process which includes their name and contact information.
- An employee or volunteer has been assigned to record the names and contact information of patrons.
- A sign-in form/list is circulated amongst patrons; patrons have been asked to bring their own pen, or the pen is cleaned and sanitized between uses.
- Other measures: _____

Ensuring Physical Distancing

Considerations

How will you ensure physical distancing of at least 2 metres between people?

Have work, event, or other activities been modified or adapted to allow for adequate physical distancing?

How will you communicate with people about measures they can take to ensure physical distancing?

Checklist

- Employees and volunteers are encouraged to telework (e.g. work from home, use of e-mail and teleconferencing).
- Work hours or workdays are staggered to limit the number of employees and patrons onsite.
- Services are limited to by-appointment-only to control the number of patrons that employees interact with daily.
- Services, events, or gatherings are adapted to be held outside, while considering how to accommodate if inclement weather suddenly arises (e.g. found an alternative safe indoor space or will cancel/close).
- Event entry or appointment times are staggered: Patrons have been assigned an admission or appointment time during registration or by other means.
- Meetings, appointments, and other communications are held over the computer or telephone rather than in-person.
- Separate entrances and exits have been identified and are clearly marked; only entry/exit is permitted through these.
- There are separate and clearly marked entrances and exits designated for employees and volunteers.
- Employees/volunteers have been assigned to control the flow of traffic.

- There are physical barriers between patrons and employees/volunteers (e.g. plexiglass window or a booth/kiosk/cubicle higher than head height), where possible.
- There are floor/ground markings and/or physical barriers in place to keep people 2 metres apart where it is anticipated lines will form.
- In narrow hallways, stairwells, or aisles, unidirectional travel is marked with the use of visual cues like signage or taped arrows on the floor.
- Tables, chairs, small gathering areas (for social circles/bubbles), desks or workstations are spaced at least 2 metres apart, unless separated by plexiglass or some other impermeable barrier.
- The location of tables, desks, small gathering areas, and chairs are marked or painted on the ground in indoor and outdoor spaces.
- For a seated event, empty seats are left between attendees. These are marked or roped off.
- For a seated event, there is assigned seating (2 metres apart).
- For events/gatherings, singing, dancing, or cheering by patrons is not allowed.
- If singing or music is performed, there is a barrier between the performers and patrons.
- If food and drinks are offered/sold, patrons will be asked to sit when eating or drinking.
- Signage about physical distancing is posted in multiple locations.
- Other measures: _____
- _____
- _____
- _____
- _____

Cleaning and Disinfecting

Considerations

Do you have a process and supplies available to ensure cleaning and disinfecting of shared equipment, spaces, and high-touch surfaces?

Checklist

- Employees/volunteers have been assigned to disinfect equipment and high-touch surfaces at least twice a day (e.g. handrails, cash registers, service counter, tables and chairs, door accessibility buttons, door handles and doorknobs).
- Commonly touched surfaces and common areas that need to be cleaned and disinfected more than twice a day have been identified.
- Chairs, tables, and furniture are easy to clean and disinfect.
- Employees/volunteers have been assigned to clean and disinfect shared equipment between users (e.g. card payment machines).
- Cleaning supplies are available for employees, volunteers, and patrons to clean and disinfect shared equipment (e.g. arms of seats, photocopy machine) before and/or after use (e.g. provide sanitizing wipes).
- Patrons are advised to limit or avoid touching merchandise and/or displays.

- When offered, programming/activities have been modified to provide a touchless experience (i.e. observation only).
- Non-essential shared equipment (e.g. vending machines, water fountains) has been removed or marked as off-limits to prevent use by patrons.
- Equipment has been replaced by no-touch equipment (e.g. no-touch waste containers and towel dispensers).
- Signage is posted in multiple locations to remind employees, volunteers, or patrons to clean regularly touched items, or wipe equipment before and after use.
- A cleaning schedule for employees or volunteers has been developed.
- Other measures: _____
- _____
- _____
- _____

Hand Hygiene and Other Personal Preventive Practices

Considerations

How will you ensure that employees, volunteers, and patrons are practising good hand hygiene and good respiratory etiquette?

How will you communicate with people about good respiratory etiquette and handwashing recommendations?

How will you communicate with people on when to use masks, proper use of masks, how to clean reusable masks or how to discard single-use masks appropriately?

Checklist

- Portable handwashing stations (sink with water, soap, and paper towel; or, alcohol-based hand sanitizer with at least 60% alcohol) are provided and easy to access:
 - At all entrances.
 - At other prominent places (e.g. where food or beverages are served and areas where persons are in contact with objects and surfaces others may have touched).
- Signage to remind employees, volunteers, and patrons about hand hygiene is posted at entrances and other locations.
- If the place of business, event, or site is INDOORS, all patrons MUST wear a mask.
- Signage about the mask (face covering) requirement is posted at all entrances to indoor spaces and outdoors, at entrances and in multiple locations, to remind patrons to wear a mask if physical distancing is not possible or is unpredictable.
- Employees/volunteers are placed at prominent locations to encourage patrons to follow good hand hygiene practices, to use a face mask and follow other preventive practices, where appropriate (e.g. entrances and washrooms).
- Technology (e.g. social media messages, display screens, website) is used to share messages with patrons on personal preventive practices (handwashing, use proper cough and sneeze etiquette and avoid touching eyes, nose, or mouth).

- Patrons are provided with swag encouraging personal preventive practices (e.g. hand sanitizer, face mask).
- Other measures: _____

Additional Measures if Place of Business, Event, or Site Is INDOORS

- The indoor ventilation systems have been checked and are operating properly.
- The HVAC systems have been adjusted to increase air exchanges.
- If weather permits, windows are kept open.

Other Considerations

Use this space to include any additional adaptations, measures or aspect of your operation not already outlined above.
